

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory administrative support position, the primary duties of which are assisting the Police Chief by providing administrative support, managing and performing administrative functions, and supervising subordinates. The Secretary to the Police Chief prepares correspondence for the chief, maintains the chief's scheduled appointments, and acts as receptionist for the Police Chief's office. The incumbent of this class supervises administrative support employees and oversees the training of these employees. The Secretary to the Police Chief performs routine duties independently with little supervision, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist for any visitors to the chief's office, screens visitors to determine if their business warrants seeing the chief, and directs them to other individuals or offices when necessary. Answers or places telephone calls for the chief. Handles questions, requests and routine matters, or directs callers or visitors to the appropriate individuals following department procedures. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief. Takes dictation and transcribes from notes.

Assists the Police Chief with the management of the operations of Administrative Support Division of the department. Supervises the administrative support department employees by assigning work schedules, work duty areas, approving leave, and discussing work performance with subordinates. Provides assistance to employees in technical areas of work. Discusses performance of subordinates with the Police Chief. Handles department employees by resolving employee complaints and grievances of subordinates and counseling employees who are experiencing work problems. Maintains discipline by recommending disciplinary action to the Police Chief. Provides informal or on-the-job training for new employees. Holds meetings with subordinate personnel for the purpose of receiving reports or disseminating information. Develops new procedures for office functions when

necessary. Recommends management policies, goals, and objectives for the assigned division. Maintains department's policy and procedure manual and revises as directed. Receives, reviews, and processes Police Chief's mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as needed. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Composes business letters. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads and corrects errors in records and reports or returns them for correction. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files. Reads and organizes graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Enrolls new employees in benefits program. Completes all records and reports as required or assigned.

Sets up and maintains the department's filing system. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Periodically performs inspections on systems and facilities for maintaining accurate records and reports. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Traces missing files. Maintains a library or archives of materials for future use or reference by department personnel. Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database.

Performs public relations duties such as serving as department representative at meetings, conferences, and seminars. Meets with sales representatives to review products and makes recommendations or decisions on purchasing supplies and equipment for the Administrative Support Division. Locates repair services and arranges for repairs and maintenance of all assigned equipment, or assigns such to qualified department personnel when needed. Inspects equipment or property after repairs to see that repairs were properly accomplished when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Police and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than eighteen (18) years of age.

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